

Message

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Sent: 3/26/2018 4:04:28 PM
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Subject: Crates, boxes, packing materials, etc.
Attachments: FRM Lab Inventory Donate list working 3-23-18.xlsx

Importance: High

Folks,

As the days fly by, we are getting closer and closer to the time when we will need to stop our analyses, pack up our instruments, and clean out our laboratories. In order to help, we have order and now received:

- 1) Blue plastic totes that are 30" x 22" x 20.5". These are great for smaller instruments (e.g., balances, meters, etc.) and more fragile items that need to be protected.
- 2) Multiple large instrument size boxes (e.g., GC/MSs)
- 3) Rolls of both Industrial and Heavy Duty Bubble wrap (heavy duty for the heavier things)
- 4) Rolls of foam to wrap smaller items in
- 5) Shrink wrap rolls (5" wide) to help secure smaller items into bundles
- 6) Pad Loc Cushioning Pads (12" x 18" x 2"). These are pillows containing packing peanuts that look like they could fill in corners, protect instrument edges, etc.

We will shortly have dollies that we can use to move and stack the plastic totes (about 4-5 high) on. These supplies are currently in the CHL conference room, Tammy's old office, CHL 63 (rolls of bubble wrap since they are so wide), and POS 22 (but I will be moving them over to CHL this week). Please feel free to start using them to pack up items that you plan on taking to RTP or Athens with you. Please bear in mind to only take a small/reasonable amount of supplies (i.e., you don't need 30 boxes of Kimwipes), avoid glassware unless it is specialty glassware (i.e., no beakers, graduated cylinders, etc.), and consider "does it cost more to ship it than it costs new" (we should be able to get more supplies once at our new labs). I would suggest that if you know your instrument won't be needed to start packing it up.

We are also getting ready to start (a) shipping excess instrumentation to other EPAers (mostly within NERL) and (b) donating excess instrumentation, equipment, and refrigerators/freezers to UNLV or other organizations (see attached spreadsheet). Please look at the spreadsheet in case something may be on the wrong list. If there are computers associated with the instrument, they will go with it but aren't on the list after we download our data and clean the hard drive. Items to be shipped to EPAers are in red while green means it can go now and blue means we are still using it so it can be donated given away later. Orange means we are still checking. For items in purple, if you are in possession of these items, please let me know.

In regards to (b), I will be sending UNLV the list of equipment that has been deemed to be excessed. My email will go to the several groups that I am familiar with (Chemistry, Public Health, and Civil

and Environmental Engineering). If you know of other departments that might benefit from this effort, please feel free to forward my email to them and copy me so I know who else to expect potential responses from. Please do not give items away yet since if they are tagged with an EPA number, there is a process to go through with the University and we have to remove them from our inventory. Be patient, we will get there. The final decision on who gets our donated items will be mine so that we can assure equitable distribution of items.

For the smaller items with no EPA tag, glassware, and all the other miscellaneous useful stuff we have accumulated over the years, let's place them on the counters in CHL 15 for now.

I thank you in advance for your help! If you have any questions, please let me know.

Brian

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